

Duties of Committee Chairpersons

Artistic Design

Coordinate flower arranging programs.

Birds

Encourage the study of birds, their feeding, protection, etc. Provide information about birds to members through articles in the newsletter.

Charles County Science Fair Awards

Coordinate the selection and awarding of awards to Charles County Science Fair winners.

Community Projects

Research, plan and coordinate beautification/landscaping/gardening projects within the broader community.

Conservation/Preservation

Provide the club with information on conservation and environmental matters. Work with Program Chair to possibly provide a program on conservation/preservation.

Finance/Audit

Complete a yearly audit of the Treasurer's books.

Gardenews

Submit articles and information of interest to the State for publication in the Gardenews newsletter.

Garden Giveaway

Coordinate the exchange of plant and other materials among members.

Good Cheer

Send cards and/or notes to ill or confined members of the Club.

Historian

Keep the history of the Club and maintain a Club scrapbook. Keep a copy of the annual Yearbook.

Horticulture

Inform the Club of the endangered species plant list and share horticulture information distributed by the District. Provide Club members with plant propagation information.

Hospitality Consultant

Our "go-to" person for questions and information about serving on the hospitality committee or planning a group event.

Membership

Keep a record of all Club members and a record of attendance at all Board and General Club meetings. Supply prospective members with a Membership Form. Welcome new members and introduce them at the monthly Club meetings. Provide new members with a Yearbook.

Memorial Garden

Oversee general maintenance of the garden; prepare and distribute weekly garden general maintenance schedule.

Newsletter

Prepare and distribute the club newsletter to members and the District Director and State President.

Program

Arrange programs for the Club year and coordinate and provide for presenters' needs. Provide gift for presenters.

Publicity

Notify local newspapers and cable stations of upcoming events and Club activities that are significant within the community.

Scholarship

Working cooperatively with the Charles County Scholarship Board and a committee from the club, coordinate the awarding of annual scholarships to local high school seniors.

Special Events

Organize committees to oversee short-term Club projects such as the plant sale and design show; establish committees for long-range planning.

Special Events – Publicity

Publicize details of special events to the community and other garden clubs, using all types of media.

Web Site/Facebook

Oversee the establishment and maintenance of a website and a facebook page for the club (www.laplatagardenclub.org).

Yearbook

Prepare and publish the club's annual yearbook.

Youth Gardening

Encourage youth to get involved in gardening by establishing and conducting programs and/or projects that the club can work cooperatively with our youth.



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